



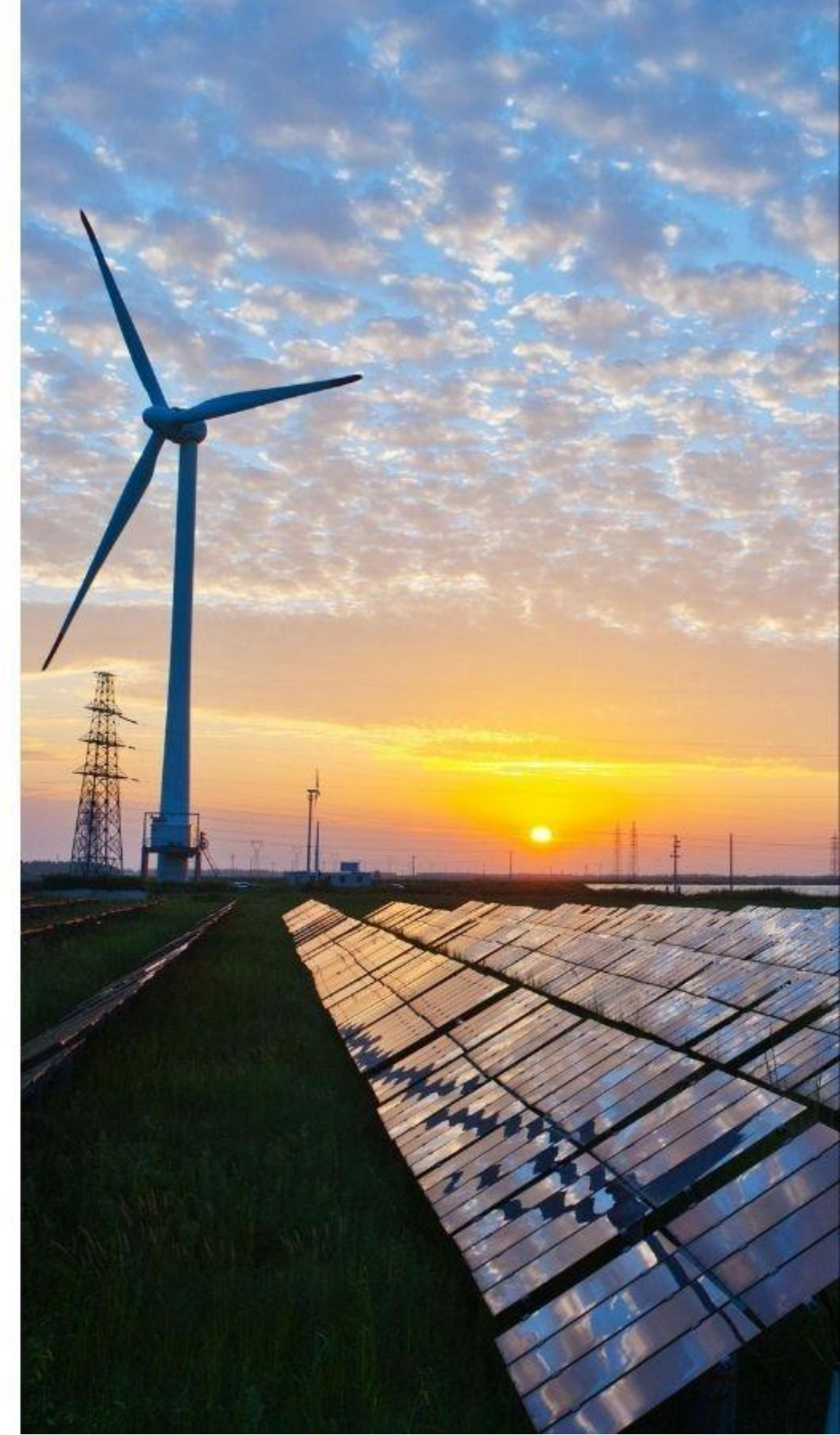
Communications Specialist

Climate Change, Biodiversity and Just Transition

Duration: February 2025 – December 2026

To apply please email: recruit-pretoria@giz.de
on or before the closing date: **08 January 2025**

Application details in the comments



Salary Band 4	Communications Specialist
Reports to:	Programme Manager CSP IV
Duration	Until 31 December 2026

BACKGROUND

The [Deutsche Gesellschaft für Internationale Zusammenarbeit \(GIZ\)](#) GmbH is a global leader in international cooperation for sustainable development. As a public-benefit enterprise, GIZ supports the German Government and other public and private sector clients in over 120 countries, driving initiatives that shape a future worth living.

In South Africa, GIZ works on behalf of the International Climate Initiative (IKI) and the German Federal Ministry for Economic Cooperation and Development (BMZ). Our core focus areas include climate action, biodiversity conservation, and just transition, supporting South Africa in its journey toward a low-carbon economy and climate-resilient society.

The [Climate Support Programme Phase 4 \(CSP4\)](#), part of GIZ's Climate Cluster in South Africa, collaborates closely with the Department of Forestry, Fisheries and the Environment (DFFE). CSP4 supports the South African government in strengthening climate and biodiversity policy implementation while fostering South Africa's Vision 2050 goals through three pillars:

1. **Ambitious climate action** – Advancing the development and implementation of the Nationally Determined Contribution (NDC).
2. **Implementation enablement** – Supporting climate and biodiversity actions.
3. **Networking and knowledge management** – Connecting IKI projects across South Africa.

ABOUT THE POSITION

We are seeking a Communications Specialist to join our team in Pretoria and take the lead in impact communication and public relations for CSP4. This role combines strategic thinking, creativity, and technical expertise to amplify the visibility and outcomes of CSP4 and the broader Climate Cluster.

As a Communications Specialist, you will:

- Develop and implement engaging communication strategies and products.
- Create content across various platforms while ensuring alignment with corporate guidelines.
- Be a key storyteller, translating complex climate and biodiversity topics into impactful narratives.

You will thrive in a dynamic, supportive environment where you can shape your role and grow as a communications professional in the fields of climate action, biodiversity, and just transition.

A. RESPONSIBILITIES AND TASKS

The Communications Specialist is expected to undertake the following tasks:

Strategic Communication

- Develop, implement, and monitor internal and external communication strategies and activities.
- Regularly update and align the CSP4 communication strategy with the team and stakeholders.
- Plan and coordinate communication for events, ensuring adherence to GIZ and IKI branding guidelines.
- Facilitate knowledge sharing and networking within the IKI community in South Africa.

Content Creation and Media Management

- Create diverse communication materials, including factsheets, newsletters, press releases, articles, social media posts, and PowerPoint presentations, including AI assisted copy writing
- Manage and update digital platforms, including the IKI SA website (WordPress) and LinkedIn.
- Explore and develop innovative formats, such as vodcasts, to engage varied audiences.
- Oversee quality assurance and coordinate with service providers, such as agencies, writers, and consultants.

Public Relations and Networking

- Coordinate press and media activities, building relationships with local and international media representatives.
- Organize training for journalists and decision-makers on climate change and biodiversity topics.
- Enhance CSP4 and Climate Cluster visibility at events, conferences, and workshops.

IKI Interface Function

- Strengthen communication across IKI projects in South Africa through newsletters, workshops, and exchange platforms.
- Lead the preparation and publication of the IKI SA Newsletter, fostering collaboration within the network.

B. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

- University degree in the field of communication or media studies, journalism or another relevant discipline related to digital communication or public relations
- Qualification should be enhanced with at least 5 years' relevant work experience in the field of (political) communication or public relations
- Proven expertise in content development, editorial work, and graphic design (portfolio samples required).
- Experience managing social media platforms and knowledge of SEO/SEM.
- Proficiency in AI-assisted copywriting and innovative communication tools.
- Advanced proficiency in Microsoft Office 365; familiarity with Adobe Creative Suite (InDesign, Photoshop, Premiere Pro) is advantageous.
- Strong interpersonal skills with intercultural sensitivity and political awareness.
- Ability to work both independently and collaboratively in a structured, detail-oriented manner.
- Excellent writing, verbal, and presentation skills.
- Fluency in English; regional media contacts are a plus.

C. ADDITIONAL INFORMATION

This position is based at GIZ in Hatfield, Pretoria.

The position is full-time. The assignment comprises a fixed-term employment contract until 31 December 2026. The desired start date is February 2025, deviating agreements are possible.

At GIZ, you will be offered an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. GIZ is a signatory to the Diversity Charter. Recognition, appreciation, and inclusion of diversity are important to us. All employees shall be valued – regardless of gender, gender identity, ethnic origin, religion or belief, disability, social background, age, or sexual orientation.

D. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter (max. 2 pages)** detailing why they should be the preferred candidate and the value they will bring to the work of CSP. This should be accompanied by a **detailed CV (max. 2 pages) indicating their nationality.**

Applications should be submitted to: recruit-pretoria@giz.de, with the email subject line “Application for Communications Specialist - CSP” for the attention of Head of Unit: Human Resource.

We expressly welcome applications from women and historically marginalized groups.

Closing date for applications: **08 January 2025**

Only shortlisted candidates will be contacted and will be required to conclude an assignment prior to the interview.

Applications without a motivation letter and CVs longer than 2 pages will not be considered!